For the Record
A Newsletter of the Utah State Archives

New Guide to Digital Imaging Available

The Utah State Archives has created a brochure called "Guide to Digital Imaging" to assist state agencies interested in scanning their records. This guide provides information about digital imaging such as the benefits and disadvantages, costs and efficiencies, retention and disposition of records, standards for digitization, and definitions. It was created to address records issues before agencies begin a digitization project. For more information, contact the Records Analysis section at 801-531-3860 or view the guide on our website at http://archives.utah.gov.

State agency records officers attend basic training session in April.

Records Management Training Sessions Scheduled

The Utah State Archives offers monthly basic records management training to state and local governments. Training sessions are designed to provide Records Officers and those who help manage government records with a basic understanding of how agencies can better manage their records and comply with the Government Records Access and Management Act (U.C.A. 63-2-101).

We also offer more advanced GRAMA training. These sessions give more in-depth information about records classification, access to records, the State Records Committee, and the GRAMA appeals process.

All training sessions will be held at the Utah State Archives, Courtyard Meeting Room, 346 South Rio Grande Street (455 West) in Salt Lake City. To register for one of the following training session visit http://archives.utah.gov/.

Basic Records Management Training Schedule

State Agency Training
    Sept. 13 (Tues.), 9:00 – 11:30 a.m.
State Agency Training
    Nov. 16 (Wed.), 9:00 – 11:30 a.m.

Local Government Training
    Sept. 27 (Tues.), 9:00 a.m. – 12 noon
Local Government Comprehensive Workshop
    Oct. 27 (Thurs.), 9:00 a.m. – 3:30 p.m.

Law Enforcement
    Nov. 1 (Tues.), 9:00 a.m. – 3:00 p.m.

GRAMA Training Schedule

State Agency Training
    July 12 (Tues.), 9:00 a.m. – 12 noon
State Agency Training
    Oct. 18 (Tues.), 9:00 a.m. – 12 noon

Local Government Training
    July 12 (Tues.), 1:00 – 4:00 p.m.
Local Government Training
    Oct. 18 (Tues.), 1:00 – 4:00 p.m.

Two additional on-site training sessions are also offered:

Law enforcement in Richfield
    Sept. 22 (Thurs.), 9:00 a.m. – 3:00 p.m.
Comprehensive/Basic in Moab
    Oct. 11 (Tues.), 9:00 a.m. – 3:00 p.m.

Archives Hosts RIMM Exchange

Scores of records professionals from the Wasatch Front attended the Records and Information Management Month (RIMM) Exchange at the Utah State Archives building in Salt Lake City on Friday, April 29, in recognition of the annual observance of Records and Information Management Month. Approximately 150 records managers from state and local government, as well as the private sector were brought together to network and learn about available products. Fourteen vendor exhibits were set up in the conference/training room and adjoining lobby, allowing

vendors from the records industry to discuss their services and products with guests. A hospitality suite was provided by the Utah-Salt Lake Chapter of ARMA International. Tours of the state Archives building were conducted twice an hour.

The RIMM Exchange was co-sponsored by the Utah State Archives and Records Service, Salt Lake County Records and Archives, and the Utah-Salt Lake ARMA

Exhibits allowing vendors from the records industry to discuss their services and products with guests were set up at April's RIMM Exchange at the Utah State Archives.

Chapter. Organizers of the RIMM Exchange were: Terry Ellis (Salt Lake County Records and Archives), Brandon Metcalf, Pat Scott, and Janell Tuttle (Utah State Archives), and Sonya Kintaro (ARMA). Vendors present at the event were: Alphacorp, Backstage Library Works, Dataimage, File Center/Docunet, Filenet, Iron Mountain, Laserfiche, Microfilm Service Corporation, Office Depot, Perpetual Storage, Quality Services, Shred-It, Spectra Logic, and Utah Disaster Kleenup.
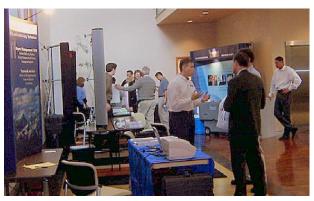
What Does the Archives Do?

By Patricia Smith-Mansfield, Director

The Utah State Archives and Records Service fulfills an important function in state government and provides important services to state government and to the public of Utah. It is the repository for important, historical records of state government, acting as steward to these public documents and providing access to the citizens of Utah.

One of the important services that the Utah State Archives provides is administering a records management program to benefit state and local governments. In fact, the mission of the State Archives is "to assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information."

In its efforts to provide records management assistance to Utah's state and local governmental entities, the Archives offers to store and retrieve their inactive and semi-active records at the State Records Center. This provides entities with a cost-efficient solution for their records storage needs. Records that have met their approved retention period are destroyed. This further assists agencies in managing their records.

In May of this year, Archives' staff undertook a massive inventory project of State Records Center holdings, encompassing over 127,000 cubic foot boxes of inactive records. This box level inventory of the State Records Center is intended to improve the service provided by the State Records Center through a reconciliation of its physical holdings and the intellectual database managing the holdings. It will improve service to state agencies by the Archives being able to better identify, access, and store these inactive records. Improved identification will make it easier to retrieve records,

making them available for pickup and/or delivery more quickly. Revised procedures will enable the Records Center staff to fulfill orders more effectively.

The physical inventory of the State Records Center is almost complete. Intellectual reconciliation of the database is projected to continue through the end of summer. When completed, the State Records Center will be able to provide more efficient service.

GRAMA Task Force to Examine Records Issues

The 2005 Legislature created the Government Records Access and Management Act Task Force to review GRAMA and, in accordance with HB 75, make recommendations concerning various electronic records issues (i.e., manipulation of data, market based fees), personal data, and other identified issues. The joint Task Force is co-chaired by Representative Douglas C. Aagard (Kaysville) and Senator David L. Thomas (South Weber) and is required to submit a final report in November. It has already held two meetings (May 17 and June 14) and has taken public testimony on a various issues. Other meetings tentatively have been scheduled for July 19, September 20, October 18, and November 8. Information on the Task Force, including its agenda, background materials, and minutes, is available on the legislative   website: http://le.utah.gov/asp/interim/Commit.asp?Year=2005&Com=TSKGRA.

Archives Suspends Destruction of Obsolete Records Not Stored at Records Center

Because the destruction schedule is already booked solid for the next year, the Utah State Archives Records Center is unable to accept any obsolete agency records not already stored at the temporary storage facility for destruction. State and local government agencies are encouraged to contact Wasatch Energy directly at
801-771-3032. Revised records destruction procedures should be in place by the time the practice resumes a year from now.

Utah State Archives Staff News

Kenna Mathis marked her silver anniversary with the State Archives on February 25, 2005. Mathis has been in the Archives micrographics section for her entire 25-year tenure, the first 4 years as a microfilmer and the rest of the time as the quality control inspector.

Rosemary Cundiff

Employees observing their fifth anniversaries with the State Archives include Melody Kaye Yearsley (May 15) and Rosemary Cundiff (June 5).

Laura Ann Bowers resigned March 25 after 6 years of service as an archival technician at the Archives Records Center.

Michael A. Church resigned April 22 after nearly 3 years of service as a processing and reference archivist at the Utah State Archives. Church has moved to Topeka, Kansas, where he works with the Kansas State Archives and Historical Society.

Glen Fairclough and James Kichas, processing and reference archivists, made presentations at a family history seminar in West Valley City in April. Fairclough gave presentations entitled "Genealogical Research in Utah Government Records: Documenting Family History at the Utah State Archives" and "Researching 19th Century Utah Court Records" while Kichas made presentations on "Utah Territorial Land Records" and "Wills and Probate Records."

State Archives Representative Attends Electronic Records Forum in Texas

National Archives and Records Administration (NARA), the National Association for Government Archivists, Records Administrators (NGARA) and several Texas archival groups sponsored an electronic records forum in Austin this spring. Rosemary Cundiff, a records analysis from Utah State Archives attended the conference and reported on important records management issues discussed there. Lewis Bellardo, deputy archivist for NARA, emphasized that records management must be built into software programs when records are created, and not just considered after the fact. Bellardo believes it is important for agency managers, records managers, IT personnel, and attorneys to work together in the development of electronic records systems in order to meet the challenges electronic records pose. These challenges include obsolescence, the inability to replicate some electronic records on paper, maintenance of authenticity in a distributed environment. NARA spokesman, Tom Mills, outlined a good records management policy as one which will effectively meet current business needs, maintain all records long enough to protect rights and ensure accountability, and preserve records of historical value for the benefit of future generations.

L. Reynolds Cahoon, Assistant Archivist, explained that in order to keep the public trust and preserve records for posterity, National Archives is working on building an electronic records archives which will authentically preserve and provide access to any kind of electronic record free from dependency on any specific hardware or software. NARA hopes to realize this goal by 2011.

Electronic records are changing the way we do business. Cathy Nelson-Hartman, head of digitization projects for the

University of North Texas discussed how computers have changed the way libraries operate and provide reference. Michael Milby, clerk of the U.S. District Court in the Southern District of Texas is pleased with the court's new paperless office, and recommends that all offices should become paperless. Electronic records management problems are compounded by rapidly changing technology. For many of us it is difficult to keep up with these changes. If you come across techno-lingo that you don't understand, check out www.whatis.com or www.webopedia.com.

Volunteers from the Utah chapter of ARMA help re-folder photographs and negatives from Governor Olene Walker's records during a service project in May.

Archives Completes Processing of Olympic and Governor Walker Records

Physical processing of record series from two agencies, former Utah Governor Olene S. Walker and the Governor's Salt Lake 2002 Olympic Winter Games Office, has been completed.

Governor Walker's series include photographs, subject files, correspondence, press video and newspaper clippings, and executive orders.

Olympics series include photographs, quarterly and annual reports, subject files, correspondence, and press video and newspaper clippings.

Walker, who served 20 years in state politics, was elected to two terms as a state legislator and three terms as Lieutenant Governor. She became governor in November 2003 when Governor Michael O. Leavitt resigned after being appointed administrator of the Environmental Protection Agency by President George W. Bush. Walker was Utah's first woman governor, serving 14 months from November 2003 to January 2005.

Governor Olene S. Walker's records and the records from the Governor's Olympic Office were arranged and described by Michael J. Smith, a temporary processor hired in January 2005. Smith served with the administrations of both Governor Walker and Governor Michael O. Leavitt, handling the day-to-day operations of the office. Prior to working for the governor's office he worked for several national firms in sales

and marketing. He received a B.S. degree in business from Brigham Young University.

Death certificates are a valuable tool for genealogists researching their family history.

Index to Historic Utah Death Certificates Available to Family Historians Online

Family historians now are able to access an electronic index to hundreds of thousands of historic Utah death certificates online.

The index facilitates searching for death certificates issued by the Utah Department of Health between 1905 and 1954. The computer search engine is available via the Utah History Research Center web site, http://historyresearch.utah.gov/indexes/20842.htm.

Prior to going online last month the index to Utah death certificates was available only in the Utah History Research Center, located in the remodeled south wing of the historic Rio Grande Depot.

Using information from the index, researchers may obtain reader printer copies from microfilm of Utah death certificates issued more than 50 years ago. Self-service copies are 25 cents each. Patrons may also order copies by mail, e-mail, or telephone. The cost is 50 cents per page, plus mailing. (Costs are outlined at http://historyresearch.utah.gov/services/costs.htm.)

In late 1904, the Utah Department of Health assumed responsibility for creating death certificates for all individuals who died in Utah. In 1998, HB84 permitted Utah death certificates to become available to the public "if 50 years or more have passed since the date of death."

NHPRC to Fund Utah State Historical Records Advisory Board Activities

At its spring meeting, the National Historical Publications and Records Commission (NHPRC) recommended to the Archivist of the United States grants of $3.7 million for 56 projects in 30 states and the District of Columbia. Included is
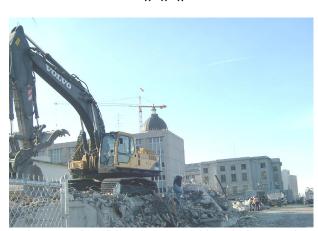
$6,700 to support the activities of the Utah State Historical Records Advisory Board (USHRAB).

Utah Archives and Special Collections Libraries to Celebrate Archives Month in October

Archives and records repositories throughout the Beehive State will observe Utah Archives Month during October 2005. The theme is "Archives: Utah's Best-Kept Secrets." Events include historical lectures by prominent scholars; tours of participating repositories; and family history classes.

The Utah State Archives will host "Research at Noon" brown bag lectures each Wednesday and Friday throughout October. Building tours and demonstrations of the new automated storage and retrieval system are also planned.

Other participating institutions include the Utah State Historical Society, Salt Lake County Records Management and Archives, University of Utah Marriott Library Special Collections, Utah State University Merrill Library Special Collections and Archives, Weber State University Stewart Library Archives and Special Collections, Brigham Young University Harold B. Lee Library Special Collections, Southern Utah University Library Special Collections, Westminster College Giovale Library, Catholic Diocese of Salt Lake City, and the Family and Church History Department of The Church of Jesus Christ of Latter-day Saints.

★ ★ ★

Work crews demolish the 65-year-old Utah State Archives Building on Capitol Hill on April 1, 2005. The Division of Archives occupied the building from 1984-2004. It was torn down as part of the ongoing Capitol Building Restoration Project. Originally built in 1939 as a laboratory for the State Road Commission, the structure later housed four laboratory divisions of the Department of Agriculture. A history of the building is found at http://archives.utah.gov/building2.htm.